



DEPARTMENT OF WATER RESOURCES  
EXAMINATION ANNOUNCEMENT



The Department of Water Resources offers Equal Opportunity for all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

GUIDE II, HISTORICAL MONUMENT  
OPEN/NON-PROMOTIONAL  
FOR BUTTE, CONTRA COSTA, MERCED, KERN AND  
LOS ANGELES COUNTIES

FINAL FILING DATE	APRIL 27, 2011 Application forms (STD 678) must be postmarked, submitted in person, or submitted online no later than the final filing date. Applications postmarked, personally delivered, or filed online after the final filing date will not be accepted for any reason. <b>FAXED APPLICATIONS WILL NOT BE ACCEPTED.</b>
WHO SHOULD APPLY	This is an open/non-promotional examination. Applications will not be accepted on a promotional basis.
HOW TO APPLY	Examination Applications (Form STD 678) may be mailed, submitted in person, or submitted online.  ❖ <b>APPLY ONLINE:</b> To access the electronic bulletin, go to ( <a href="http://jobs.ca.gov/CASPB/sup/BulPreview.asp?R1=115699&amp;R2=00102740&amp;R3=1wr27d">http://jobs.ca.gov/CASPB/sup/BulPreview.asp?R1=115699&amp;R2=00102740&amp;R3=1wr27d</a> ) Click on the Apply Online link at the bottom of the bulletin. If you are a new user, you will need to create a profile. If you have already created a profile, click on the "registered previously" button and follow the instructions to submit an application.  <b>MAILING ADDRESS:</b> Department of Water Resources P.O. Box 942836 Sacramento, CA 94236-0001  <b>FILE IN PERSON:</b> Department of Water Resources 1416 9th Street, Room 320 Sacramento, CA 95814  DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF WATER RESOURCES' FIELD OFFICES. Applications are available at Department of Water Resources' (DWR) offices, the DWR website: <a href="http://www.water.ca.gov/jobs/currentexams.cfm">www.water.ca.gov/jobs/currentexams.cfm</a> , local office of the Employment Development Department, the State Personnel Board (SPB), and the SPB website: <a href="http://www.spb.ca.gov/jobs">www.spb.ca.gov/jobs</a>
IDENTIFICATION REQUIRED	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the "Application for Examination". You will be contacted to make specific arrangements.
SALARY RANGE	<b>\$3185 – \$3870</b>
ELIGIBLE LIST INFORMATION	Separate open/non-promotional eligible lists will be established for Butte, Contra Costa, Merced, Kern and Los Angeles Counties for the Department of Water Resources. Names of successful competitors will be merged onto the list in order of final scores, regardless of date. Eligibility may be established in multiple locations. Eligibility will expire after 12 months.
EXAMINATION DATES	The examination will consist of a Qualifications Appraisal Interview. It is anticipated interviews will be held during <b>May/June 2011.</b>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<b>NOTE:</b> All applicants must meet the minimum qualifications for this examination by the final filing date, <b>April 27, 2011.</b>  Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as <b>"Either" I, "or" II, "or" III, etc.</b> For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.  <b>EITHER I</b>  One year of experience in California state service performing the duties of a Guide I, Historical Monument.  <b>OR II</b>  Three years of tour guide experience involving a major emphasis on oral presentations before groups. (Education of college level may be substituted for one year of the required experience on the basis of a year of education for six months of experience.)
POSITION DESCRIPTION	Under direction, works independently and/or acts as leadperson to a group of guides at a large State exhibits and historic objects; may provide orientation and training to guides; develops additional and improved background and interpretive information for tours; arranges and conducts special tours; and to do other related work.  <i>Positions exist statewide with the Department of Water Resources.</i>

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

EXAMINATION INFORMATION	This examination will consist of a <b>Qualifications Appraisal Interview – Weighted 100.00%</b> . In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained. <b>COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</b>
SCOPE OF EXAMINATION	<p><b>Qualifications Appraisal Interview – Weighted 100.00%</b></p> <p>In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p><b>A. Knowledge of:</b></p> <ol style="list-style-type: none"><li>1. Methods, procedures, and problems involved in organizing, scheduling, and conducting tours in a State historical monument.</li><li>2. Historical research methods.</li></ol> <p><b>B. Ability to:</b></p> <ol style="list-style-type: none"><li>1. Read and write English at a level required for successful job performance</li><li>2. Analyze situations accurately and take effective action.</li><li>3. Establish and maintain cooperative relationships with the general public and others contacted in the course of the work.</li><li>4. Prepare reports and maintain records.</li><li>5. Communicate effectively.</li><li>6. Prepare and present an effective guide training program.</li></ol>
DISTINGUISHING CHARACTERISTICS	<p><b><u>SPECIAL PERSONAL CHARACTERISTICS</u></b></p> <p>Neat personal appearance; tact; poise; willingness to work on Saturdays, Sundays, and holidays on an assigned shift; ability to stand and walk for long periods of time</p>
ADDITIONAL DESIREABLE QUALIFICATIONS	Education equivalent to completion of the twelfth grade.
VETERANS PREFERENCE/ CAREER CREDITS	<b>Career Credits</b> will be granted in this examination. <b>Veterans Preference Credit</b> will not be granted.

**GENERAL INFORMATION**

**The Department of Water Resources** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**For any examination** without a written feature it is the candidate's responsibility to contact the Selection Services Section of the Department of Water Resources, (916) 653-4838 three weeks after the final filing date if he/she has not received a progress notice.

**Applications** are available at Department of Water Resources' offices, local office of the Employment Development Department, the State Personnel Board, and the SPB web site: [www.spb.ca.gov](http://www.spb.ca.gov).

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the requirements for admittance to the examination does not assure a place on the eligible list. Your performance in the examination described on this bulletin is compared to established rating criteria. All candidates who pass will be ranked according to their scores and placed on the eligible list.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**If a candidate's notice** of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**Devices for Communications Impairment**  
TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. TDD: (916) 653-1804; California Relay Service: 1-800-735-2929 (TDD); 1-800-735-2922 (Voice)

**For information** regarding this examination, please contact Brandon Littlejohn at (916) 653-7109.

**O/NP (Rev. 3/11)**